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27 February 1970

MEMORANDUM FOR: Historical Officers and Writers in the
CIA Historical Program

SUBJECT : Style Manual

DATE : 27 February 1970

1. The attached Style Manual has been prepared by the CIA Historical Staff to establish a common format for histories of the Agency and its components.

2. I recognize the fact that there will always be some variation in style among the many histories being written in the Agency program -- a reflection of the great diversity among the components themselves. I am sure you will agree, however, that it is desirable that Agency histories employ a common format to the extent possible. New covers in the official Agency format have been printed and are now available for use. Standardization in presentation -- documentation, footnoting, and page layout -- will further enhance the final product of our efforts.

3. Histories that are near completion need not, of course, be revised to conform to the new format; histories in draft form should be reviewed to assess the feasibility of adopting the new format; and histories in the early stages of preparation should conform with the Style Manual. Any problems that arise in this connection should be referred to the Senior Editor of the Historical Staff, [REDACTED] Room 203 Key Building, Extension 2621. I hope that you will find this guide helpful in your work.

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[REDACTED]
Howard M. Ehrmann
Chief, CIA Historical Staff

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(When Filled In)

CIA HISTORICAL PROGRAM

Semiannual Audit of Histories

I certify that I have compared the attached inventory of histories with the actual holdings of the _____ and find
the inventory to be accurate except as stated below.

NAME

TITLE

DATE

EXCEPTIONS AND REMARKS

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GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

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(When Filled In)

CIA HISTORICAL PROGRAM

Record of Destruction of the Draft of a Published History

I certify that I have destroyed _____ draft copy(s)
of the following published history and that to the best of my knowledge no
other draft copies exist:

INDICATE NUMBER

Title of History _____

Author _____

Directorate _____

Component _____

Remarks _____

NAME _____

TITLE _____

DATE DRAFT DESTROYED _____